



**POSITION VACANCY ANNOUNCEMENT**  
**City Of Seguin**  
**"An Affirmative Action/Equal Opportunity Employer"**

**CUSTOMER SERVICE REPRESENTATIVE**                      **# 1100**                      **11/30/11**

**This clerical position involves handling utility payments, processing applications for initiation, transfer, and/or discontinuance of utility services. Requires a H.S. Diploma or G.E.D.; experience with cash handling and reconciliation; computer experience to include PC or terminal to access a mainframe computer. Must be able to interact well with the general public, be knowledgeable of office practices and the use of common office equipment. Bilingual preferred. Must be able to successfully complete pre-employment drug screen. Applications will be accepted at City of Seguin, 205 N. River, Seguin, Texas 78155. 830-401-2473. Starting salary is \$11/61/hour. Position open until filled. AA/EOE [www.seguintexas.gov](http://www.seguintexas.gov)**